

*file DCI*  
MEMORANDUM FOR: Messrs. Proctor/Walsh

STAT  
STAT  
This procedural note from Ben Evans re-  
garding direct responses to correspondence ad-  
dressed to Colby is of primary interest to people  
like [redacted]. But I think we should send  
copies to all offices/staffs.

*Done  
1/29/75  
MO K  
GWP*

28 Jan 75

(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

STAT  
STAT  
MEMORANDUM FOR: Mr. Proctor

Words of praise from Albert Wohlstetter  
for [redacted] of OSR/SEC. We'll  
send copies to them on the attached routing slip.  
Colby also wants a thank you note from him to  
Wohlstetter. Who should draft?

24 Jan 75

(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

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Executive Registry

75-388

ES 75-1

28 January 1975

DDI-250-75

MEMORANDUM FOR: See Distribution


SUBJECT : Handling of DCI Correspondence Referred  
to You for Action or Direct Response

1. This memorandum will confirm oral advice given to some of you in the past with regard to responding to correspondence addressed to the Director which we forward to you for direct response or action.
2. Correspondence from outside the Agency addressed to the Director is reviewed by the Executive Secretariat to determine the necessity of forwarding it to the Director for his information or action. If correspondence is not deemed of sufficient importance to warrant his attention, it is forwarded to the appropriate Directorate or Office for direct action or information. If it is the judgment of that component that the matter does require the Director's involvement, the Executive Secretariat should be so advised and action taken accordingly; e.g., obtain DCI guidance or concurrence in the course of action you propose to take, raise the matter at a Morning Meeting, or prepare response for DCI signature.
3. If a direct reply is prepared, a copy should be provided to the Executive Registry. In such cases, the phrase "The Director has asked me to reply...." is not appropriate, as this suggests that the Director has read the correspondence. Something along the following lines would be preferable:

"This is in response to your letter of \_\_\_\_\_ to the Director...."

"Thank you for your letter of \_\_\_\_\_ to the Director...."

"Your letter to the Director, dated \_\_\_\_\_, has been referred to me for response...."



B. C. Evans  
Executive Secretary

STAT

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JAN 28 11 27 AM '75

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